



West Virginia American Water Corporate Giving Program Guidelines

At West Virginia American Water, we're committed to being a good corporate citizen and a good neighbor in the communities where we live and work. Through our community investment programs and the efforts of West Virginia American Water employees, we partner with our communities to make a difference in the lives of others. Whether it's educating communities on conserving one of earth's most precious natural resources, funding environmental stewardship projects or helping to meet the needs of local organizations, we believe in the power of people to make a difference.

Focused Community Investment

West Virginia American Water invests its resources in innovative programs that serve diverse populations and align with our core business of water and wastewater services. These include the following core focus areas:

- **Environmental Stewardship** - Innovative, community-based environmental projects that improve, restore or protect our watersheds as well as educational programs on water conservation, water and wastewater treatment, the water cycle, watershed protection, STEM learning and the environment.
- **Water and Healthy Living** - Efforts that contribute to healthy communities by promoting access to safe water and sanitation, educating customers on the health benefits of water, and encouraging good hygiene practices, as well as community health programs and initiatives that support healthy living.
- **Community Safety** – Efforts that contribute to community safety including fire service, local disaster relief, source water protection, and community preparedness.
- **Community Partnerships** – Strategic community partnerships and projects that meet a definitive, sustainable community need, preferably aligned with West Virginia American Water's core business, and which enrich the lives of the residents who live and work in the communities we serve. West Virginia American Water supports sustainable community projects through support of senior citizens, persons with disabilities, Veterans, assistance in low-income communities, water and healthy living education opportunities and more.

Community Outreach

West Virginia American Water is a proud member of our community and takes advantage of many opportunities to support events and activities that occur throughout our service areas. Additionally, the company often organizes volunteer opportunities for employees to provide community service. To request volunteers, a speaker, or our "H2O on the Go" community outreach van for your next event, simply submit a request at www.westvirginiaamwater.com/community.

Successful Grantees



WEST VIRGINIA AMERICAN WATER

West Virginia American Water is limited in the number of grants it can award. Therefore, we generally support only charitable organizations that hold current tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. The most successful grant applications:

- Fund organizations or projects in West Virginia American Water's service areas
- Link a program to West Virginia American Water's grant focus areas
 - Environmental Stewardship
 - Water and Healthy Living
 - Community Safety
 - Community Partnerships and Sustainability
- Fund a specific program or address a specific community need as opposed to a general fund
- Provide volunteer opportunities for West Virginia American employees Provide opportunities for cross-promotion of West Virginia American Water's grant and the grantee's event/project, such as:
 - Press release
 - Newsletter feature
 - Social media post
 - Radio/TV interview
- Provide the grantee and West Virginia American Water with recognition in the community (please outline specific recognition opportunities in the grant application)

Grantee Exclusions

West Virginia American Water's corporate giving program **does not** generally make contributions to:

- Specific schools or programs associated with specific schools (with the exclusion of our signature grant programs)
- Local sports teams or leagues
- General academic scholarships (specific to schools and/or students)
- Individuals
- Religious organizations (unless the request is for a program offered to the public on a non-discriminatory basis and without regard to the recipient's religious affiliation)
- Endowments
- Political or partisan organizations or events
- Tickets for raffles, contests or other activities with prizes
- Golf tournaments
- Bottled water or the purchase of bottled water
- Gala and ball sponsorship
- Debt-reduction campaigns
- Organizations/events/activities outside our service area

West Virginia American Water Signature Grant Programs

More details about each of our signature grant programs can be found on our website at westvirginiaamwater.com/community:

- Environmental Grant Program
- Firefighting Support Grant Program
- Bottle-Filling Station Grant Program



How Much?

The majority of West Virginia American Water's grants are under \$1,000. Although there are exceptions, West Virginia American Water typically does not consider multi-year funding requests. Unless previously agreed upon, organizations must submit a new request for funding on an annual basis. **West Virginia American Water grants are funded by our shareholders and are not recovered in customer rates.**

Under certain circumstances, West Virginia American Water may contribute surplus property such as furniture, office supplies and computers. However, West Virginia American Water does not consider requests for vehicle donation. **West Virginia American Water is prohibited by law to donate or reduce the cost of water and/or wastewater services outside of programs approved by the PSC.**

Timing of Grant Request Processing

West Virginia American Water's grant program is funded through the calendar year. Although the company reserves the right to consider requests at any time, grant proposals are typically reviewed the last week of every month. Grant applications must be received by the 10th of the month for consideration during that month's review. Our goal is to respond to applications within one month.

Non-Discrimination Practices

West Virginia American Water will not fund organizations that, in their by-laws, policies or practices, discriminate on any basis prohibited by applicable law. Additionally, West Virginia American Water will not fund organizations that are not compatible with company-wide policies and practices pertaining to discrimination, diversity and inclusion.

Political Candidates, Legislative Efforts & Ballot Measures

Grants will not be awarded to promote or oppose any candidate or legislative effort, to advocate any legislative or administrative action, or to personally benefit or compensate any elected official. However, grants may be awarded to support ballot measures that align with West Virginia American Water's core values.

Legal Compliance

Applicants must be, and remain, in compliance with federal, state, and local laws, rules, and regulations.

Grant Program Requirements for Grantees

1. Organizations should determine whether their organization and the funding they seek meet the requirements described in "Successful Grantees."
2. Organizations that have received a 501(c)(3) designation or who are government agencies (including public schools) are eligible for West Virginia American Water grant funding.
3. Applicants must submit requests through our online grant application form. Requests should include detailed information on how the grant will be used, the organizational

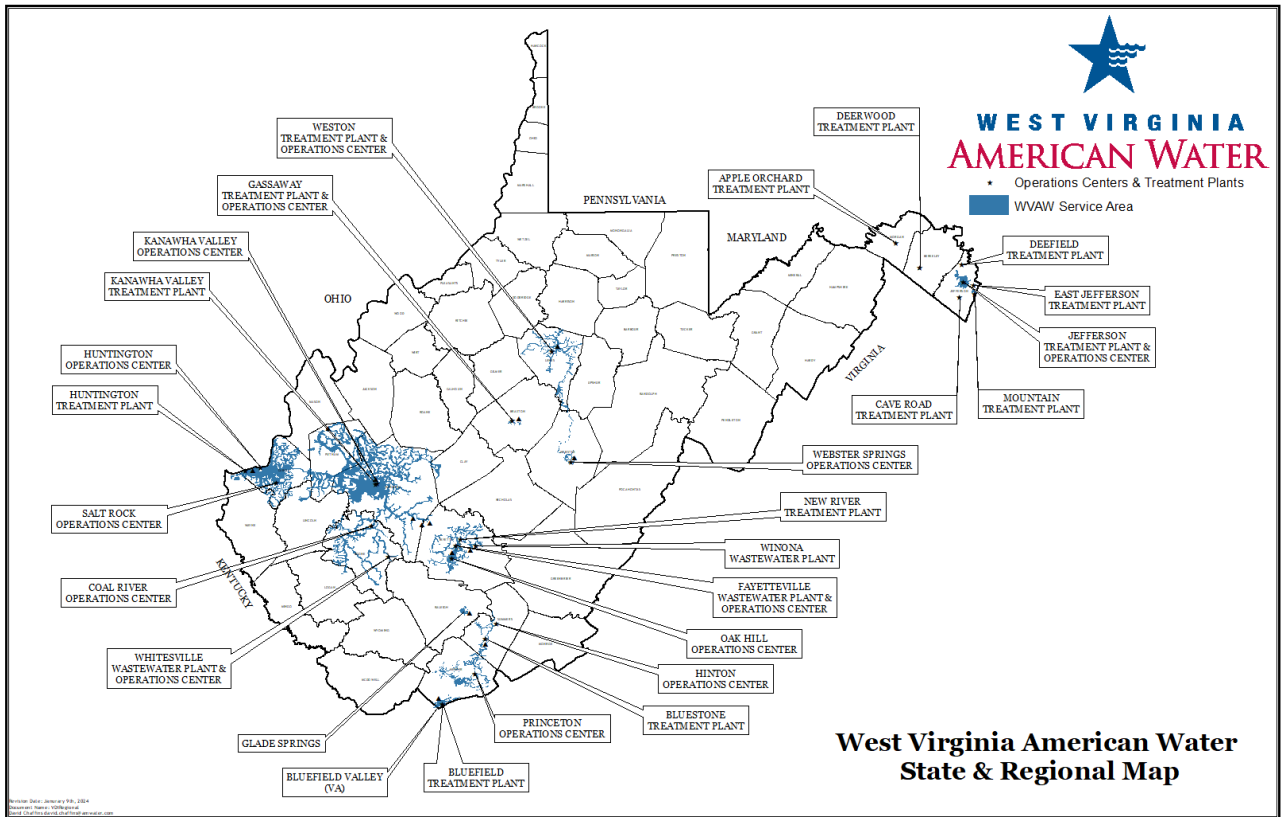


or community need it will fulfill, the community or communities served by West Virginia American Water that the grant would benefit and the organization's contact information.

4. All applicants are required to submit a W-9 tax form along with the grant request.

For questions about completing the application, or for other questions about the company's corporate giving program, please contact your local external affairs representative (see below).

West Virginia American Water Service Area



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